

For: CMA's, LSA's, and State and County Offices

CMA's and LSA's Using FSA-237

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

1-CM was amended to provide:

- producers the ability to conduct business
- documents to the Service Center by telefacsimile.

FSA-237 must be completed for FAXed signatures to be accepted.

B

Purpose

This notice provides procedures on completing FSA-237's for use by CMA's and LSA producers.

<p>Disposal Date</p> <p>July 1, 2001</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices and FAX to CMA's and LSA's</p>
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Notice CMA-52

2 Action

A

CMA Action

Grain and rice CMA's that wish to use FAXed signatures on loan or LDP documents, shall:

- file FSA-237 with the service County Office
 - retain a file copy of the completed FSA-237.
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B

LSA Action

LSA's:

- shall inform producers who wish to use FAXed signatures on loan or LDP documents, to file FSA-237 with the County Office
 - are **not** authorized to be witness for FSA-237 signatures
 - shall request a copy of the producer's FSA-237 from the County Office where the original is maintained
 - maintain a copy of the completed FSA-237 in the producer's file.
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C

County Office Action

County Offices shall:

- complete FSA-237 according to 1-CM, paragraph 1008 for CMA's and LSA producers who will be submitting loan and LDP documents by FAX
 - maintain the original FSA-237 in the County Office where filed
 - provide a copy of the original FSA-237 to requesting CMA's and LSA's.
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